

**DEPARTMENT ADVISOR**

**DISTINGUISHING FEATURES**

The fundamental reason the Department Advisor exists is to serve in a senior level professional position responsible for directing and managing budgetary and financial activities as well as complex, highly visible projects of an assigned department (citywide). Provides strategic business advice to the upper level management. Coordinates and implements the goals of the department. This classification may or may not supervise. Work is performed under the general supervision of a General Manager.

**ESSENTIAL FUNCTIONS**

Functions vary depending on assignment, but may include any or all of the following:

Provide strategic and business advice to upper level management; may make significant decisions that impact the department, other city departments, and/or the general public.

Prepares monthly and annual financial, budget and statistical reports and five to ten year financial plans including revenue forecasting and rate/development fees.

Oversees and participates in the preparation of grant proposals. Administers and monitors the awarded grants.

Acts in the capacity of contract administrator.

Ensures departmental compliance with outside regulatory agencies.

Analyzes department identification of capital improvement projects; manages the integration of capital improvement programs into the budget and financial structure.

Directs preparation of departmental budget and five-year plan. Analyze and review budget submittals for completeness. Participates in department's short and long range planning.

May be involved in the research, development, implementation, evaluation and improvement of department policies, procedures and programs; evaluates studies prepared by outside consultants; represents the department on an assigned basis.

Participates in personnel-related issues including training.

Leads inter/intra departmental teams and task forces in support of the General Manager and departmental goals and objectives; may represent General Manager as assigned.

Prepares and delivers public presentations before advisory boards, commissions, citizen groups and City Council. Writes and reviews City Council Reports and complex administrative reports for upper level management.

May coordinate and direct the activities of staff. Communicates goals, designs strategies and standards for evaluation, evaluates personal performance, reviews and follows up on complaints or disciplinary actions.

Provides financial/technical expertise to staff.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Computerized financial and information systems.

City codes, State statutes, and Federal regulations as well as the principles and practices of public administration.

Principles, methods, and practices of municipal finance, budgeting, accounting and personnel management.

Departmental administrative and operational functions, systems and procedures and the city organization.

#### Ability to:

Prepare, justify, and administer department budget; determine and implement long-range objectives and forecast financial revenues.

Prepare, negotiate, and finalize licenses, agreements and other contracts between the City and various outside agencies.

Be proficient in software applications such as Word, Excel, Access, and PowerPoint

Prepare and analyze a variety of administrative and financial reports.

Comprehend and make inferences from written material and verbal and/or written instructions

Effectively communicate verbally and in writing with all levels of City staff and the general public including making budget and similar presentations.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of a Bachelor's degree in Accounting, Public or Business Administration, or a field related to the specialties of the hiring department and five years senior level professional accounting, financial or related experience, preferably in municipal government. Experience and/or knowledge of governmental accounting and financial reporting, supervisor/management experience in a municipal service delivery environment are essential.

Professional certification (CPA, PE, etc.) in a related field is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified